

~~SECRET~~
Security Information

Comptroller

~~CONFIDENTIAL~~

31 July 1953

Chief, TAS

Proposed Change in Procedure of Reporting Each Pay Period
to Individuals Their Salary Earnings and Deductions

1. As a result of a study made by TAS concerning the use of the proposed Statement of Earnings and Deductions card, a memorandum dated 27 July 1953 regarding the above subject was submitted by the Chief, Fiscal Division.
2. This study, which included a review of the present procedure for notifying employees of earnings and deductions, revealed that the proposed procedure is an improvement over the present procedure.
3. If the Time and Attendance Report should become a one-part form in the future, as mentioned in paragraph 3 of the above-mentioned memorandum, the individual will not receive any record of his absent time during the pay period, nor will the various Time and Attendance Clerks have such a record. It is not common practice for Government agencies to provide individuals with a record of leave taken; the general practice is to furnish individuals with annual statements of leave balances.
4. The accompanying memorandum to the Chief, Fiscal Division, provides for your approval of the proposed change in procedure.

TAS/FWG:kdm (31 July 1953)

25X1A9A

~~SECRET~~
Security Information

~~CONFIDENTIAL~~